

Wednesday, March 3, 2004

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Sequoia Conference Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Wednesday, March 3, 2004
1:00 p.m. to 5:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

(Items Not Completed on This Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:00 – 1:05 p.m.	Opening Remarks	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:05 – 1:35 p.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:35 – 1:45 p.m.	Major Accomplishments from the Last Meeting	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:45 – 2:45 p.m.	Meetings with the Court Reporting Profession Regarding Electronic Recording	❖ Discuss Agreement	Administrative Presiding Justice James A. Ardaiz
	2:45 – 3:45 p.m.	Transition from Paper to Digital Transcripts	❖ Finalize Recommendations	Administrative Presiding Justice James A. Ardaiz Ms. Sharon Maher
	3:45 – 4:00 p.m.	Break		

Wednesday, March 3, 2004

Tab	Time	Item	Action Required	Presenter/Facilitator
	4:00 – 4:10 p.m.	Transcript Format: <ul style="list-style-type: none">• Status Chart• Introductory Information• Identification of Common Events	❖ Review Chart and Finalize Recommendations	Ms. Sharon Maher
	4:10 – 4:50 p.m.	Transcript Format – Online Registration and Certification	❖ Discuss Parked Issues and Finalize Recommendations	Mr. Gary Cramer Ms. Sharon Maher
	4:50 – 5:20 p.m.	Transcript Format – Speaker Identification	❖ Review and Finalize Recommendations	Mr. Tom Pringle Ms. Sharon Maher
	5:20 – 5:25 p.m.	Shuttle Information	❖ None	Ms. Claudia Ortega
	5:25 – 5:30 p.m.	Other Business/Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Thursday, March 4, 2004

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**Thursday, March 4, 2004
8:30 a.m. to 5:30 p.m.**

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Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discuss the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	9:15 – 9:25 a.m.	Draft Minutes – December 2003 and January 2004	❖ Discuss and Approve the Minutes	Administrative Presiding Justice James A. Ardaiz
	9:25 – 9:30 a.m.	Web site Correspondence to the Task Force www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm	❖ Discuss Any Correspondence Received	Administrative Presiding Justice James A. Ardaiz
	9:30 – 9:40 a.m.	Court Reporter Education Project Update	❖ None	Ms. Barbara J. Lane

Thursday, March 4, 2004

Tab	Time	Item	Action Required	Presenter/Facilitator
	9:40 – 10:00 a.m.	Draft Task Force Report	❖ Discuss the New Draft Sections	Ms. Claudia Ortega
	10:00 – 10:30 a.m.	Rules of Court 4 and 9 Pertaining to Indexing, Binding, and Paginating of Dailies for the Record on Appeal	❖ Review and Approve Revisions and Intent Language	Mr. Gary Cramer and Mr. Paul Runyon Ms. Sharon Maher
	10:30 – 11:30 a.m.	Transcript Format-Pagination/Volume	❖ Review and Finalize Recommendations	Ms. Sharon Maher
	11:30 – 12:00 p.m.	Transcript Format – Indices for Witnesses and Indices for Death Penalty Cases	❖ Develop Recommendations	Mr. Paul Runyon Ms. Sharon Maher
	12:00 – 1:00 p.m.	Lunch		
	1:00 – 2:30 p.m.	Transcript Format – Indices for Witnesses and Indices for Death Penalty Cases (Continued)	❖ Develop Recommendations	Mr. Paul Runyon Ms. Sharon Maher
	2:30 – 3:00 p.m.	Transcript Format – Right Margins	❖ Develop Recommendations	Ms. Sharon Maher
	3:00 – 3:15 p.m.	Break		
	3:15 – 3:45 p.m.	Transcript Format – Characters Per Line	❖ Develop Recommendations	Ms. Sharon Maher
	3:45 – 4:45 p.m.	Standardization of Stenographic Court Reporting Systems	❖ Review and Finalize Recommendations	Ms. Sharon Maher

Thursday, March 4, 2004

Tab	Time	Item	Action Required	Presenter/Facilitator
	4:45 – 5:25 p.m.	Transcript Format – Headers and Footers	❖ Develop Recommendations	Ms. Sharon Maher
	5:25 – 5:30 p.m.	Shuttle Information	❖ None	Ms. Claudia Ortega
	5:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Friday, March 5, 2004

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**Administrative Office of the Courts
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**Friday, March 5, 2004
8:30 a.m. to 12:30 p.m.**

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Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discuss the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	9:15 – 9:20 a.m.	Airport Shuttle Information	❖ Sign Up for Shuttles to San Francisco and Oakland Airports	Ms. Claudia Ortega
	9:20 – 11:30 a.m.	Transcript Format – Identification of Inaudible Speech	❖ Develop Recommendations	Ms. Sharon Maher
	11:30 – 11:45 a.m.	Break		
	11:45 – 12:15 a.m.	Transcript Format – Blank Lines	❖ Develop Recommendations	Ms. Sharon Maher

Friday, March 5, 2004

Tab	Time	Item	Action Required	Presenter/Facilitator
	12:15 – 12:30 p.m.	Recap of Task Force Accomplishments to Date and Future Course of Action	❖ None	Administrative Presiding Justice James A. Ardaiz
	12:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz